

Family Day Care Inspection Process

There are two main categories of family day cares that the Fire Marshal inspects. Those that are new family day cares and those that already licensed. While the requirements of both categories are the same, the process for both is slightly different.

New Family Day Care

Providers that are starting a new family day care should call 240-777-2457 and state they would like to have an inspection for a new family day care. The other option is they can go online to www.montgomerycountymd.gov/firemarshal and request an inspection. Most likely an inspection will not be scheduled that day. If leaving a message please leave an address and phone number. Allow 24-48 hours for someone to return your call and up to two weeks for the actual inspection to take place. At orientation all potential family day care providers should have received an inspection checklist of what is required from the fire marshal. As long as this list is closely followed, there should be no issues during the initial inspection.

Existing Family Day Care

Providers that are already licensed as a family day care are re-inspected by the fire marshal on a two year cycle. It is not necessary to contact the Fire Marshal to schedule this inspection. The Office of Child Care notifies the Fire Marshal of addresses that are expiring. The Fire Marshal will most likely, but not always, perform an unannounced inspection. This inspection can be expected anytime during normal business hours.

For both types of inspections a certificate from the Fire Marshal will be sent in one to two weeks from the inspection date. The certificate will state the approved napping areas, off limit areas, and any other comments the inspector deems necessary. This is not a license to operate a family day care. Only the Office of Child Care issues such licenses. This merely certifies that the Fire Marshal performed an inspection and the building was in compliance with the fire code.

In addition, there will be an expiration date on the certificate. The expiration will be March 31st, June 30th, September 30th, or December 31st. All Fire Marshal inspections will take place during the quarter the certificate expires. For instance, if the expiration date is June 30th a surprise inspection should be expected anytime during April, May or June of the year the certificate expires.

All providers will be provided with a Family Day Care Orientation Manual to assist in meeting the requirements of the fire code. This is also available for download from the Fire Marshal website.

All providers are expected to meet these requirements at all times. If this is done, the actual inspection should be relatively short and an invoice will be sent totaling \$55. If the Fire Marshal has to return to re-inspect, the provider will be billed at the rate of \$35.00 per quarter hour. If there is an error with billing please let us know as soon as possible so we can work together towards a solution.